



Dear Members,

Please take a moment to ensure you have completed the actions and reporting required of all ALRs by the Executive Office of Aging and Independence (AGE) **Fire and Life Safety Review Initiative**. The state announced the initiative, and we shared our [initial update](#) on July 18th.

*As part of this initiative, all ALRs must complete the following:*

**1. Action Required: Resident and Family Notification of Safety Protocols**

**This letter was due by July 25, 2025.** If you have not already done so, ALRs must issue a letter to all residents and families clearly outlining your fire safety protocols, evacuation procedures, and key contacts for questions or concerns. We've attached a [Resident and Family Notification of Safety Protocols Letter Template](#) to assist you.

- *You may use this template or create your own letter, ensuring the required elements are included and tailored to your residents, families, and community culture.*

**2. Resident Access to Evacuation Instructions and Postings**

- Ensure evacuation instructions and exit routes are **posted inside each resident's unit and in common areas**, consistent with best practices for residential life safety and 651 CMR 12.04(11)(a)(5).

**3. Fire Safety Assessment Survey**

- **Complete and submit the [online Fire Safety Assessment Survey](#) as soon as possible, and no later than August 17, 2025.**

The survey reaffirms your community's compliance with fire safety requirements—including sprinkler systems, fire drills, evacuation protocols, and fire-rated doors and walls—and collects information about the age of your building and its key systems.

**4. Emergency Preparedness Plan Submission**

- Submit your current, **site-specific Disaster and Emergency Preparedness Plan by August 17, 2025**, using the link provided, along with the survey.

**Summary Checklist:**

- Issue your resident and family notification letter **by July 25, 2025**.
- Post evacuation instructions inside each resident unit and in common areas.
- Complete and submit your Fire Safety Assessment Survey by **August 17, 2025**
- Submit your updated Disaster and Emergency Preparedness Plan by **August 17, 2025**
- Submit a copy of your resident and family notification letter when submitting your survey.

*Not as a state requirement, but as a Mass-ALA request of members: We are currently looking for an ALR that demonstrates exemplary fire safety, emergency preparedness, and life safety practices—especially those serving both traditional and special care residents. If your community fits this description and someone would be willing to speak publicly about your efforts, please contact us at [massala@mass-ala.org](mailto:massala@mass-ala.org).*

Please don't hesitate to reach out with any questions or if you need assistance. Proactive communication with residents, families, and AGE helps maintain trust and reflects your commitment to safety. We are grateful for your ongoing dedication to supporting resident well-being.

*If you have any questions, please contact us at [Mass-ALA@mass-ala.org](mailto:Mass-ALA@mass-ala.org).*

*This update is solely for general informational purposes. It is not intended to replace a full review of the cited regulations or guidance.*

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